CITY OF SHELTON, WASHINGTON - CITY COMMISSION
Study Session Meeting Minutes – May 13, 2013
Shelton Civic Center - 2 P.M.

Presiding: Mayor Cronce, Commissioner Olsen, and Commissioner Pannell
Staff Present: Dave O’Leary, Kathleen Haggard, Vicki Look, Cathy Beierle, Steve Goins, Greg Clark, Mike Michael, and Leslean Kangas

Mayor Cronce opened the meeting at 2:00 p.m.

Commission Reports

One or more Commissioners will attend the following activities this week:
• Bite of Shelton Business Expo
• Bluegrass from the Forest
• Shelton Alliance for Viable Economic Revitalization (SAVER) Breakfast
• Meeting with Mason County Public Health Director
• Tour of Washington State Correction Center
• MACECOM Meeting

General Public Comment
Mayor Cronce recognized Ms. Tristan Star who suggested a City Employees lunch day at the Sixth Street Park. She said by leading with this others will follow in hopes of changing the essence of the park.

Consent Agenda
1. Resolution #1048-0513 – A Resolution of the City of Shelton, Washington, Declaring the Purchase of Clarifloc C-6266 Polymer, to be Clearly and Legitimately Limited to a Sole Source, and Waiving Competitive Bidding Requirements for such a Purchase
2. Wastewater Treatment Project Correction and Enhancements – Reaffirm previous decisions and proceed with anticipated Corrections and Enhancements within constraints of remaining United States Department of Agriculture Grant Funding

Commissioner Olsen moved to approve the consent agenda; Commissioner Pannell seconded the motion. A vote was taken and the motion passed.

Old Business
1. 1st Street Paver Project – City Engineer Michael reported that on May 8, 2013, Washington State Department of Transportation (WSDOT) opened bids for this project. The bid for the City’s portion of the work came in at $220,595.95 for the WSDOT selected contractor. The bid is below the anticipated cost by approximately $20,000 to $25,000. Transportation Improvement Board (TIB) is completing their evaluation and certification and expects concurrence with the bid award this afternoon. Per staff’s request, TIB is willing to add scope to the project to allow paving of the one block of Pine Street (First to Front St.) as originally considered but deleted due to cost concerns. The original City contribution was $75,000 but based on the savings the new revised cost estimate for the City’s contribution is approximately $67,000 with the added scope. CE Michael requested the Commission accept the bid price, authorize the City Engineer under the Local Agency Participating Agreement to authorize the WSDOT to award the portion of the project on the City’s behalf, and request a change in scope to include the one block of Pine Street between First and Front Street for a total cost of $357,147.00.

Commissioner Pannell moved to accept the bid price as presented and authorize the City Engineer under the Local Agency Participation agreement to authorize WSDOT to award the portion of the project on the City’s behalf and request a change in the scope to include the one block of Pine Street between First and Front Street for a total amount of $357,147.00; Commissioner Olsen seconded the motion. A vote was taken and the motion passed.
2. **Canyon Creek Overflow Conveyance Project** – CE Michael said that the City has been working with our consultant and interested contractors to finalize the proposal package for the Canyon Creek Overflow Project. The documents were completed and delivered to eligible contractors on May 3, 2013. Four bids were received and based on current estimates from our Consultant team as well as staff we are still anticipating a construction cost of between $250,000 and $300,000, with an estimate of probable cost of just over $297,000. The four bids ranged from $306,281 and $369,846 with the lowest responsible bidder being Pivetta Brothers Construction Inc. in the amount of $306,281.00. This project was approved by the Commission in February. CE Michael requested the Commission award the Canyon Creek Overflow Conveyance Project to Pivetta Brothers Construction Inc. in the amount of $306,281.00, and authorize the Mayor to sign all related documents when returned from the contractor.

*Commissioner Olsen moved to award the Canyon Creek Overflow Conveyance Project to Pivetta Brothers Construction Inc. in the amount of $306,281.00 and authorize the Mayor to sign all documents when read; Commissioner Pannell seconded the motion. A vote was taken and the motion passed.*

**New Business**

1. **Ordinance No. 1827-0413 – An Ordinance of the City of Shelton, Washington, Revising the City of Shelton Design and Construction Standards Regarding Frontage Improvements for New Developments** – Community and Economic Development Director Goins said this presentation of Ordinance No. 1827-0413 includes comments received from previous meetings. The main discussion today will be concerning street frontage requirements for new development. This ordinance establishes when a project is required to provide the improvements, being when the proposed development costs exceed fifty percent of the properties assessed value. Also, the proposed ordinance addresses the occasional situation when a curb and/or sidewalk cannot be properly or effectively constructed. He said the proposal is a monolithic concrete curb and sidewalk, including required driveway aprons, with the sidewalk portion being a minimum four inches thick and five feet in width. He said when joining to an adjacent, existing sidewalk and/or curb, the new sidewalk and/or curb shall be designed and constructed to provide a smooth transition. All frontage improvements shall meet minimum ADA requirements. DH Goins said this includes the project proponent shall be responsible for construction of the frontage improvements, utilizing survey and vertical and horizontal alignment data provided by the City. When a development constructs frontage improvements that necessitate stormwater improvements, those improvements shall be designed and installed by the City at the expense of the City. City Engineer Michael said the cost to the City for a per block basis for engineering/survey ($7,000 to $10,000), construction of stormwater improvements ($13,000-$15,000) and construction of sidewalk improvements ($25,000-$28,000) for a total of up to $60,000.

Commissioner Pannell said that this is a worthwhile project to pursue and a way to begin getting sidewalks in front of properties.

Commissioner Olsen said he thinks adding a garage or shop should fall into this threshold also. He asked that the ordinance clarify redevelopment or removal of a structure.

City Administrator O’Leary said that work will continue on this and be brought back at a later date.

Mayor Cronce said he talks to people and businesses and he has heard economic concerns with this proposal.

*The Commission concurred to bring this back for further discussion at the meeting of May 28, 2013.*

2. **Ordinance No. 1829-0513 – An Ordinance of the City of Shelton, Washington, Amending Chapter 12.20 of the Shelton Municipal Code Relating to Authorized Uses and Construction within the Public Right of Way** – DH Goins reported that this proposal is to revise the Shelton Municipal Code (SMC) regarding permitted uses in the public right-of-way modernizing our code and addressing potential uses that are absent from the current SMC.
The proposed revisions would establish four distinct activities which would require city authorization as follows:

1. Short term maintenance permits.
2. Temporary construction permit.
3. Fixture and encroachment permits.
4. Heavy right-of-way use permits.

This proposal includes an update to the City’s Fee Schedule, providing a more equitable cost, reflecting the differing permit types, established through this revision, with the proposed changes based generally upon the amount of staff time needed to process the application and provide site inspection. As a final step, staff will also update the Right-of-Way permit application to help streamline the process for both staff and the applicant. Staff requested a First Reading of proposed Ordinance No. 1829-0513.

Commissioner Olsen asked about the ongoing permits. City Engineer Michael said that it varies, Cascade Natural Gas is case-by-case basis, and PUD #3 is working under an interlocal agreement.

Mayor Cronic said the new fee of $15.00 is good.

Attorney Haggard said there is an exception for franchise utilities in this ordinance.

The Commission concurred to have a First Reading of Ordinance No. 1829-0513 as follows:

An Ordinance of the City of Shelton, Washington, Amending Chapter 12.20 of the Shelton Municipal Code Relating to Authorized Uses and Construction within the Public Right of Way

The Commission concurred to place Ordinance No. 1829-0513 on the consent agenda for May 28, 2013 for a Second Reading and adoption.

3. Signs in Historic District – DH Goins introduced Shelton Historic Preservation Board (SHPB) members Mr. Forrest Cooper and Mr. Justin Cowling who presented a power point on the proposed upgrades and added signs intended to highlight and promote the Railroad Avenue Business District, the North Sheltonville and Simpson-Reed Local Historic Districts in the vicinity of downtown Shelton. The Shelton Historic Preservation Board is requesting the City Commission support the proposed sign “program” for the downtown core that would be developed over 3-4 phases as follows:

1. A “Welcome to Shelton” sign that would be placed in the location of the log entry monument at 12th and Railroad.
2. Four signs intended to identify and promote the Simpson-Reed District.
3. Two signs intended to identify and promote the North Sheltonville Historic District.
4. Each local historic district would have a directory sign, providing details of the district, and designed to complement the district.

In addition to the proposed signs, the SHPB would support customized street signs identifying the historic district boundaries; this would be a future project and is not being proposed at this time. The SHPB would provide funding to purchase the signs. It is anticipated the Historic District identity and directory signs would be mounted by volunteers on posts provided by the City and the SHPB would provide funding to purchase the signs. DH Goins requested the Commission consider the recommendations and provide direction for proceeding.

The Commission thanked the SHPB members for their presentation and requested this be brought back at a later date allowing time for further discussion.

4. Federal Highway Project Funding – CE Michael presented documents required by Local Programs to commit Federal Highways funding for various City street improvement projects. The current actions being requested is to approve the documents to secure federal funding for City street and enhancement projects. All these projects are included in the City’s Transportation Improvement Program. Further action will be required to obligate funds for contracting designs and construction for each project. The following are the proposed projects:
a) Lake Blvd/Pioneer Way Street Restoration  
b) Downtown Creek Sidewalk Project  
c) SR3 Entryway Corridor Improvements Project  
d) SR3 Park & Ride Entryway Corridor Improvements Project

CE Michael requested the Commission approve the Local Agency Document, authorize the Mayor to sign the documents when received from Local Programs and place on the consent agenda for May 20, 2013.

The Commission concurred to place the Federal Highway Project Funding on the consent agenda for May 20, 2013, authorizing the Mayor to sign the documents.

5. IT Network Infrastructure – Management Assistant Look reported the City’s existing infrastructure is antiquated and it is becoming increasingly more difficult to find Novell technical support for our systems. By replacing the City’s servers with more robust HP servers and updating the network from Novell to a Microsoft Windows server, we will obtain faster performance/response time for all users. It will also allow us to utilize new technologies that do not require annual subscription fees charged by Novell each year. The software update will include a migration of email from the old, outdated Novell Groupwise system to Microsoft Exchange server 2013. This change will increase compatibility with other agencies by utilizing a more common application, Microsoft Outlook. The City’s existing firewall will no longer be supported in 2013, and the recommendation is to replace it with a new upgraded WatchGuard firewall; incorporating a SPAM filter to reduce unwanted email into the City’s computer network. The City’s firewall is also due to be replaced and the recommendation is to replace it with a new device that will decrease the backup time, and provide better file security and improved data reliability. MA Look said additionally, our current Sophos antivirus subscription will lapse in the end of 2013, and is recommending a new antivirus for the desktops that will complete the “layered security” approach to the City’s network providing a secure and protected network against intrusion threats and provide better disaster prevention. She said included with this upgrade is the removal and recycling of all existing hardware and with the City’s permission, secure disposal of all data on existing hard drives. MA Look said after careful review staff determined the clear leader in the proposals was Network Design & Management with a bid of $82,390.95 including tax and licenses. She requested the Commission place this under Old Business for May 20, 2013 at which time she will present the contract.

The Commission concurred to place the IT Network Infrastructure contract with Network Design & Management under Old Business for the meeting of May 20, 2013.

6. City of Shelton/Shelton Police Guild Agreement 2013-2015 – MA Look said the City of Shelton and the Shelton Police Guild members have tentatively agreed to a labor contract effective May 1, 2013, through December 31, 2015. The following items were included:

1) One time payment of 3% base salary, plus $200 in lieu of any claim for retroactive pay or benefits, payable in May payroll.
2) 3% wage increase for May 1st through December 31, 2013 and for the years 2014 and 2015.
3) Increased match additional .5% each year of the contract.
4) A shift differential of .5% for swing shift and 1% for graveyard.
5) For medical beginning June 2013 – Employer paid benefit of up to $1,650 for employee/family. In 2014, employer paid benefit up to $1,750 for employee/family. In 2015, employee paid benefit up to $1,850 for employee/family.
6) For uniforms $1,000 per year - $500 paid in January payroll and $500 in July payroll.
7) For holidays compensated for all hours worked at base plus time and a half.

MA Look requested this be brought back under Old Business for the meeting of May 20, 2013 at which time she will present the contract for signature.

The Commission concurred to place the City of Shelton/Shelton Police Guild Agreement 2013-2015 under Old Business for the meeting of May 20, 2013.
Public Comment
Mayor Cronce recognized Mr. Tom Davis who thanked those presenting with the signage proposal. Also, he asked DH Goins about the 50 percent value trigger on frontage improvements and is the trigger based on the improvement value or assessed value? The other comment he had was he would like any and all efforts for sidewalks.

Mayor Cronce recognized Ms. Marilyn Vogler who spoke on the 50 percent trigger. She asked staff to consider the impact on an individual builder in comparison to a developer. This trigger will add considerable price to the sale price of the house. Policies should be encouraging to increase assessed value for existing homes.

City Administrator O’Leary said the bulk of costs would fall to the City rather than individual homeowner and dollars mentioned today are for an entire block of frontage improvements.

Mayor Cronce recognized Ms. Tristin Star who asked if the City has researched grants for sidewalks that would come from agencies supporting persons with disabilities.

Administrative Final Touches
- DH Clark – Public Works Week
- DH Clark – Outreach meeting for Canyon Creek
- DH Clark – Highway 3/night project

Announcement of Next Meeting
Mayor Cronce announced the next regular meeting of Monday, May 20, 2013 at 6:00 p.m.

Executive Session – The Commission meeting was adjourned to Executive Session at 3:55 p.m. for 30 minutes to discuss potential litigation with possible action to follow. The Commission, Dave O’Leary, Kathleen Haggard, Vicki Look, Cathy Beierle, Greg Clark and Mike Michael were in attendance. The Commission adjourned the Executive session at 4:25 p.m. and no action was taken.

Adjournment
As there was no further business the meeting was adjourned at 4:26 p.m.